



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 5070.1E
PSD
14 Mar 03

AIR STATION ORDER 5070.1E

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: MARINE WARRIOR LIBRARY REGULATIONS

1. Situation. To publish regulations, procedures, and instructions governing the operation of the MCAS Cherry Point Marine Warrior Library.
2. Cancellation. AirStaO 5070.1D.
3. Mission. To acquire, organize, and make readily available media and services for educational, informational, professional, and recreational needs of Marines and their families aboard the Air Station.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. The Marine Warrior Library will provide a full range of library services through three divisions, Administrative, Technical Services, and Reference, and will work with other Marine Corps libraries to enhance library services to all members aboard the Air Station.
 - (2) Concept of Operations
 - (a) The Marine Warrior Library is located in the center wing at the front of Building 298, on the ground floor, and is under the line authority of the Assistant Chief of Staff, Marine Corps Community Services (MCCS).
 - (b) Authorized users
 - 1 Military personnel, retired service personnel, and their family members. Children under the age of 10 must be accompanied by a parent or other responsible caretaker.

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2 Students who attend the Cherry Point Education Center schools and universities sanctioned by the Air Station may use the facility upon presentation of current registration identification.

3 DoD personnel employed aboard the Air Station.

b. Coordinating Instructions

(1) The official identification (ID) card will be used to register a user, and presentation of the card will be required when checking materials out.

(2) All materials loaned to family members will be made on their sponsor's registration.

(3) The circulation period is 3 weeks for most materials.

(4) Except in unusual cases, the maximum number of items that may be checked out at one time is 25 per registration.

(5) Books not readily available may be obtained for borrowers through interlibrary loans.

(6) Magazines, periodicals, and books located on the reference shelves are considered reference materials and may not be removed from the library.

(7) Borrowers may reserve specific materials by making arrangements at the circulation desk. Borrowers must pick them up within 2 days following notification of availability.

(8) Books may be renewed by bringing the book to the circulation desk. Renewals by telephone may be made after setting up a Personal Identification Number (PIN). DoD ID cards are required to establish a PIN.

(9) An outside book drop is provided for patron convenience; however, books remain the responsibility of the borrower until they are processed at the circulation desk. Audio, video, and CD-ROM materials are not to be placed in the book drop. Equipment such as E-Book Readers and MP3/CD players must be returned to a staff member at the circulation desk.

(10) Overdue Books

(a) Overdue notices are computer generated. The first notice is sent to the borrower's squadron/unit administrative office. The second notice is sent to the borrower's CO, who will take the necessary action to insure the prompt return of the materials. The third notice is sent from the CG to the CO.

(b) Lost or damaged materials should be replaced by an exact duplicate or suitable substitute of comparable value. If replacement is not feasible, reimbursement at the list price of the item concerned may be made by check or money order payable to MCCS or by cash, unless it is a book belonging to McNaughton Book Service. Payment for McNaughton books is made by check or money order payable to McNaughton Book Service.

(11) Copier and Fax Service

(a) A coin-operated copier is available for making copies, at a cost of 10 cents per page.

(b) Reader/printers are available for making copies for library owned microforms. There is a limit of 10 pages per person per visit.

(c) Public faxing is available at the Circulation Desk. There is a charge of \$1.00 per page to receive a fax or send a fax within the United States. International faxes are \$2.00 per page.

(12) Computers

(a) Public use Internet and productivity computers are available in the library's Computer Lab. Personal software may not be used on library computers. Additionally, by using a government computer, the patron consents to this use being monitored. DoD ID cards are required to use a computer.

(b) Scanners are available for use at no charge.

(c) Computer Lab printing is available for a charge of 10 cents per page for laser prints, and \$1.00 per page for color prints (up to 11"x17"). Patrons may purchase "cash cards" for the printers in value of \$1.00, \$5.00, or \$10.00. Each page printed will reduce the value remaining on the card.

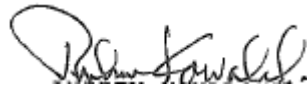
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(d) The Marine Warrior Library's online catalog is available via the Internet at <http://library.usmc./mccs.org>. A growing number of reference and research databases are also available remotely to Cherry Point library users; passwords may be obtained from the library.

5. Administration and Logistics. The CG, 2D MAW, CO's, NAVHOSP, NADEP, and CSSD-21 concur with this Order insofar as it pertains to members of their command.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Reserve.



ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: MCAS A
2D MAW A